



# State of Connecticut EXAM ANNOUNCEMENT

## STATEWIDE PROMOTIONAL EXAMINATION

### CORRECTIONAL IDENTIFICATION & RECORDS SPECIALIST 1

Employees who would like to apply a previous score to this promotional exam will need to complete the Promotional Examination Score/Application Request [Form CT-HR-26](#) and submit it to the Department of Administrative Services prior to the closing date on the examination announcement. See [General Letter 38](#) for more information.

ANNUAL \$51,441

SALARY

APPLICATION CLOSING

EXAM

SALARY: \$66,764

GROUP: CL 18

DATE: **MARCH 15, 2016**

NO: 160210SPPD

**PURPOSE OF CLASS:** In the Department of Correction at a facility or parole office or Boards of Pardons and Paroles this class is accountable for independently performing a full range of tasks associated with inmate identification and record keeping and overseeing the inmate identification and records section.

#### MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **MARCH 15, 2016** HAS PERMANENT STATE STATUS\*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Four years clerical work experience.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in the maintenance, processing or control of inmate or criminal records or of an extensive record keeping system involving financial, health, inventory, legal, medical or other records.

**SUBSTITUTION ALLOWED:** College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of two years.

**SPECIAL REQUIREMENTS:** Incumbents in this class are required to possess a high school diploma or General Educational Development (G.E.D.) certification by the time of permanent appointment.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to some risk of injury or assault by inmates.

**CHARACTER REQUIREMENT:** In addition to the checking of references and facts presented in the employment application, a background investigation will be conducted before persons are certified for permanent appointment.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA's):** Considerable knowledge of large volume records management, methods and techniques; interpersonal skills; oral and written communication skills; basic skill in performing arithmetical computations; considerable ability to understand and interpret statutes and regulations pertaining to sentence calculation; ability to organize data for entry into database systems.

**THE EXAMINATION WILL BE COMPOSED OF:**  
(Exam questions will cover KSA's listed above.)

**PART**  
**WRITTEN**

**WEIGHT**  
**100%**

**THE EXAMINATION WILL BE HELD ON: MAY 25, 2016**

(Reserve the day as the exam may be scheduled in the morning or afternoon.)

**APPLICATION PROCEDURE:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. Mail applications to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Applications must be date stamped by DAS/Human Resources or postmarked by **MARCH 15, 2016**. A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms ([CT-HR-12](#)) and exam announcements are available from the Department of Administrative Services (<http://das.state.ct.gov/employment>) or at any state agency.

*\*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

7336

March 1, 2016

#### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.